



St David's Hall Neuadd Dewi Sant

Summary of Information for Hirers and Promoters



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www.stdavidshallcardiff.co.uk

The information in this pack is subject to change, please contact us to confirm facilities and equipment.

Correct as of April 2016

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For auditorium, conference, and special events enquiries, please contact Yvonne Smith on ysmith@cardiff.gov.uk or 02920 878519

For room bookings, and general enquiries, please contact Joanne John on joanne.john@cardiff.gov.uk or 02920 878511

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ST DAVID'S HALL

St David's Hall—National Concert Hall of Wales

Set in the heart of the City of Cardiff, St David's Hall is a building to be enjoyed by day and evening throughout the year for all your concert, conference and exhibition requirements. Open most days from 9.30am, St. David's Hall foyers provide a spacious and comfortable area in which members of the public are welcome to relax. Refreshments can be purchased from the Bar or the Coffee Lounge and on a fine day drinks can be taken out onto one of the terraces for a splendid view across Cardiff.

Facilities for the disabled include a special level entrance with automatic doors, braille on the lift plates and wheelchair positions in the auditorium, which is fitted with a hard-of-hearing induction loop and infra red hearing enhancement system.

Considered one of the finest concert halls of its size in Europe with the very best acoustics, St David's Hall offers a varied programme including classical music from world-famous orchestras, internationally renowned soloists, choral and organ music, pop, rock, jazz, folk, dance, indoor spectator sports, film shows, fashion spectacles, lectures and ceremonies and regular lunchtime recitals.

The impressive auditorium is fully air-conditioned and can seat just under 2000 people. Comfortable seating is arranged in a series of interlinked terraces which wrap around a large and versatile platform, giving excellent sightlines and a feeling of intimacy to everyone in the audience.

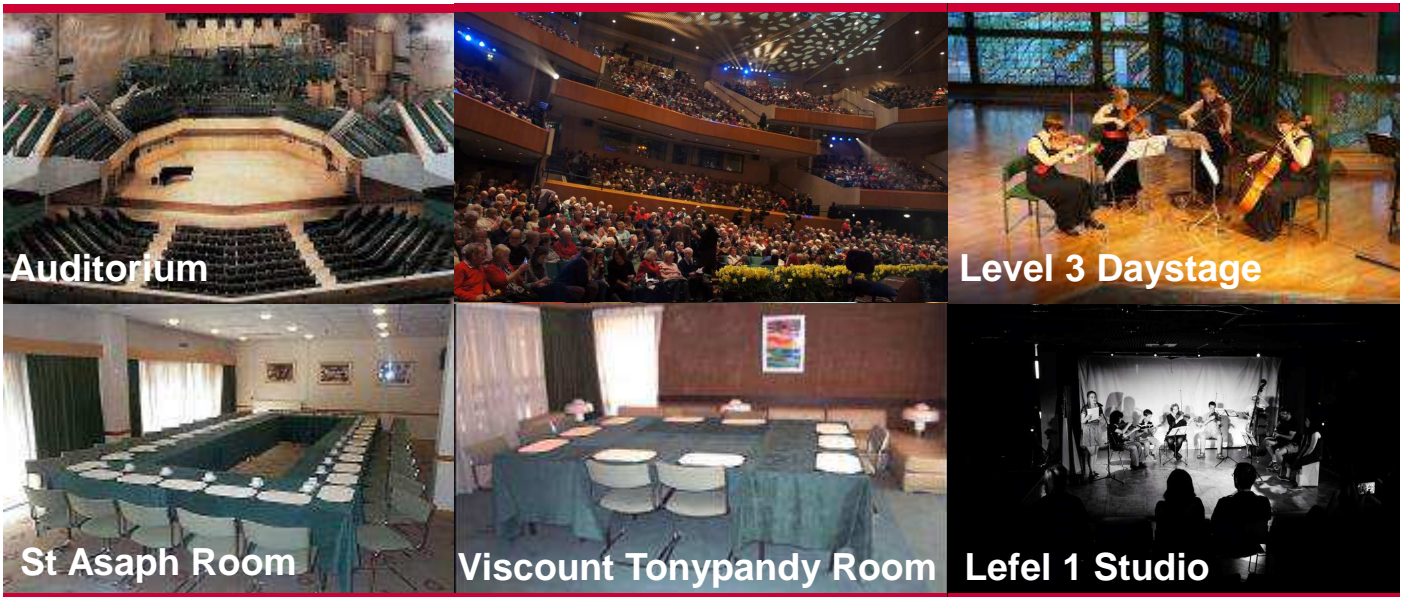


'One of my most favourite acoustics in the world!'

Tasmin Little

AVAILABLE TO HIRE

St David's Hall—National Concert Hall of Wales



© Gareth Griffiths

Conference and Function Facilities

St David's Hall is ideal for major national and international conferences, with its range of facilities. We can provide audio-visual facilities, closed-circuit television and have a range of permanent technical installations that are of broadcast standard. There are also well furnished rooms for smaller meetings and functions, such as annual dinners and AGM's, private parties and wedding receptions.

St David's Hall function suites are the Viscount Tonypanydy Room and the St Asaph Room - two rooms which have hosted dozens of celebrity receptions and star parties for artists performing on stage at the Hall. For the discerning business these rooms are perfect venues for a variety of functions. Try the Viscount Tonypanydy Room for a Board Meeting or top level interviews, for example, or the well appointed St Asaph Room for staff training events, corporate entertainment or perhaps a launch or shareholders' presentation. Both rooms enjoy locations and views in the very centre of Cardiff which are the envy of hotels and other conference venues.

Expertise for Conferences

Our highly experienced conference staff are on hand to provide specialist assistance and guidance however large or small your requirements may be. If you are interested in hosting your event or an exhibition in our foyers or function rooms, for public or a private audience, we would be delighted to advise you on our extensive facilities.

Level 2 foyer currently hosts an exhibition of photography by Front of House Manager, Gareth Griffiths, depicting the broad range of performances hosted by St David's Hall. Exclusive behind the scenes images of rehearsals are mixed with dynamic shots of performances in progress, from pop, rock, folk, stand-up comedy, ballet, and orchestral concerts.

FACILITIES

Equipment / Plant / Services

Platform

The main stage platform is capable of providing for a full international orchestra of up to 120 musicians. It can be extended by the use of two forestage lifts, to provide additional stage area or an orchestra pit. The main stage is also sub-divided into eight separate sections, which, together with the forestage lifts, are operated by hydraulic jacks. These ten lifts provide total flexibility within the stage area to suit any requirement.

Lighting

Front of House lighting is provided by tungsten halogen lamps operated off a master system and can be dimmed. The foyers are lit by decorative energy efficient LED lamps, and a full range lighting suitable for all performances and conferences.

Sound

The hall is provided with a full D & B Q central cluster PA system and up to 60 tie line microphone circuits. Acoustically the hall is designed for Reverb Time 2.1 seconds (empty), and 1.9 seconds (full) with the noise level of Noise Criterion 20.

AV Suite

The audio/visual suite offers companies a full range of the very latest lighting and sound/communications facilities.

For companies such as pop groups that require the capacity to operate outside the AV suite, an area to the rear of the stalls is available, again provided with the necessary technical connections.

Escalators

Four escalators are provided from ground to second floor level.

Hard of Hearing

The auditorium is equipped with an infra-red hearing enhancement system (via necklace or headphones). There is also a hard of hearing loop provided to the stalls for use with receivers.

Broadcasting, TV/OB facilities

The building is equipped for broadcasting/sound recording facilities.

Facilities for TV/OB are equally generous, with parking for vehicles on the Service Deck and access points at all levels for cables to be pulled through. Areas behind the tiers and the stalls are flat or ramped to allow easy movement of cameras.

The circuitry within the building is designed in accordance with the wishes of broadcasting companies to provide them with extra facilities for TV lighting additional to the stage lighting provided for the hall.

CATERING

St David's Hall—National Concert Hall of Wales

We have the experience and expertise to provide for all your catering requirements – from small office meetings, corporate lunches and canapé receptions to weddings, international conferences, banquets and rugby hospitality!

We are able to provide corporate hospitality and day delegate packages for any event and we will happily tailor catering options to suit large and small budgets.

We are dedicated to using local produce wherever possible and we support Welsh suppliers by offering their products on our menus. In addition, we cater for all special dietary & ethnic requirements too. Our dedicated Event Managers work with you, to ensure every event is a successful one.



Should you require our menu packages or for further information please contact the Catering Manager on 02920 878453

Example of a Day Delegate Menu

On Arrival

Welsh Brew Tea, Fairtrade Coffee, Herbal Teas & Mini Danish Pastries

Mid Morning Break

Welsh Brew Tea, Fairtrade Coffee, Herbal Teas & Bronte Biscuits

Lunch

Assorted Rolls & Wraps to include Meat, Fish & Vegetarian

Tomato & Basil Quiche

Cod Goujons & Citrus Mayonnaise

Welsh Honey Roasted Sausages

Crisps

Cocktail Fruit Tartlets

A Glass of Fruit Juice or Mineral Water

Afternoon Break

Welsh Brew Tea, Fairtrade Coffee & Herbal Teas

PUBLICITY

St David's Hall—National Concert Hall of Wales

If you would like to discuss marketing and publicity for your event, please don't hesitate to contact the Marketing Office. One piece of advice which applies to all hirers is this: in order to ensure your event is a success, please make sure you produce your publicity in good time.

St. David's Hall Brochure / Website

Your event will be included in the St David's Hall brochure which include:

- Bi-monthly brochure—20,000 copies distributed
- Mini guide - 85,000 copies distributed
- Website entry listing

Please note that the amount of space given to your event is at the discretion of St. David's Hall management.

Posters

Design and production of posters are the responsibility of the hirer. Our sites are double crown (20" x 30") size. We have a limited number of sites which are continually in demand and therefore we cannot guarantee either the number of sites or the length of time your posters will be displayed. Please provide approximately 10 posters at least one month prior to the event.

Leaflets

As with posters, the design and production of leaflets is the hirer's responsibility. Leaflets will be distributed in St. David's Hall foyers free of charge. Should space permit, the hirer can also pay to have a leaflet included in the bimonthly mailing to the Friends of St. David's Hall. Leaflets for mailing should be A5 or smaller in size, (or when folded), and under 150g in weight.

Branding Sites

For an additional cost, there are a number of branding sites available: large scale vinyl displays both internally and externally, hanging and lamppost banners.

St. David's Hall Logo

Please make every effort to include the official St. David's Hall logo on all your publicity. Copies of the logo are available from the Press and Marketing Office.

Press Advertising

St. David's Hall will only arrange placement of ads on **the specific request of the hirer**. Details of ads to be placed should be notified 2 weeks in advance of the copy date. The costs of such advertising will be included in the final invoice.

Press Releases

A copy of the St. David's Hall press list is available on request.

Programmes

If you are producing your own programme for the event, you may wish to include a general information page about St. David's Hall. A copy is available from the Press and Marketing Department.

Contact Press and Marketing on: 029 2087 8533



Twitter—@stdavidshall

Facebook— St David's Hall



MAIN AUDITORIUM

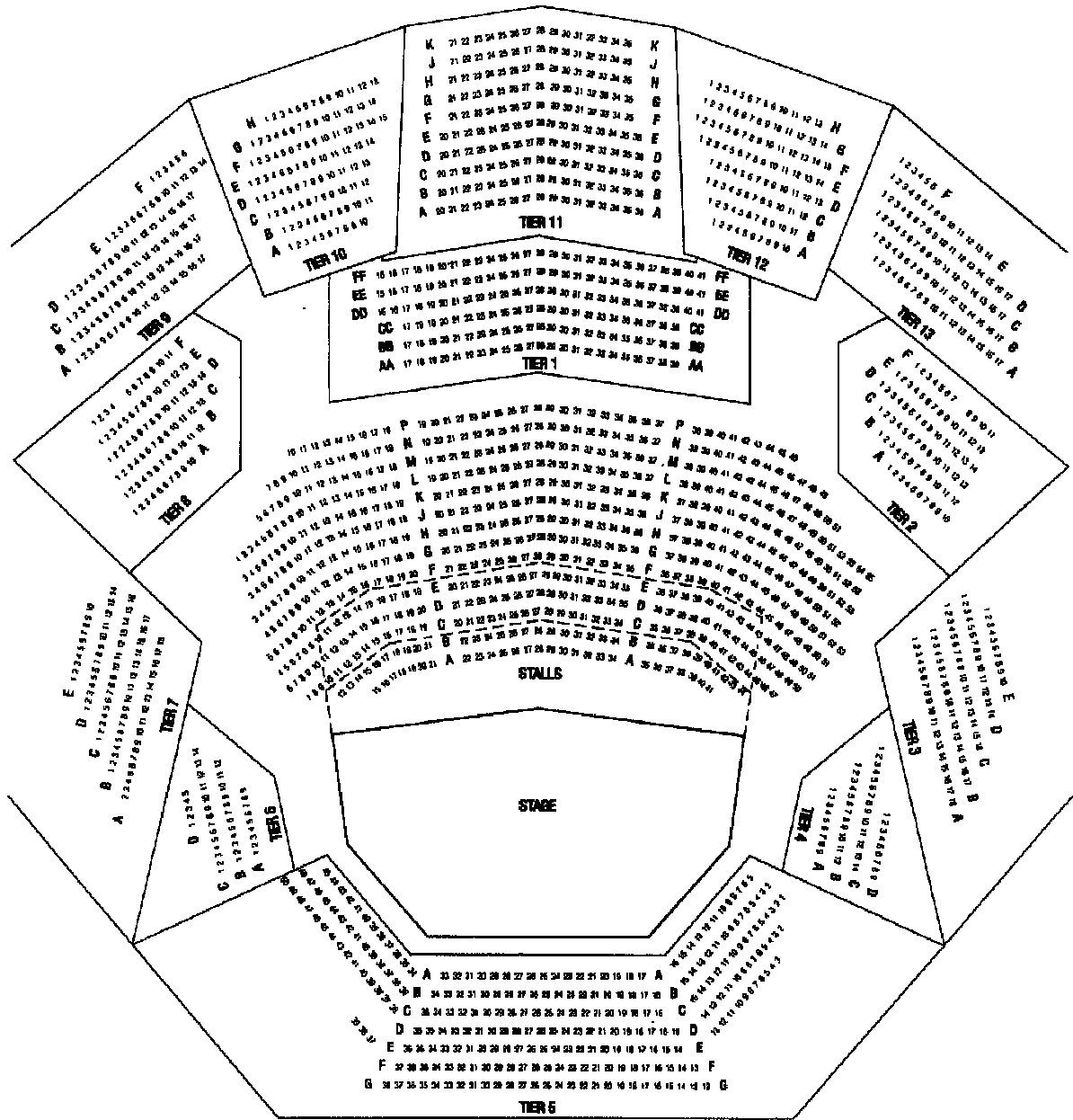
ST DAVID'S HALL



- Seating for up to 1,956 of which 625 seats at stall level, 350 to the rear of the platform and 1008 in tiers
- Full in house performance lighting and sound systems
- World Class acoustics
- Green Room
- Fully air conditioned and humidified
- Hard of hearing induction loop
- Wheelchair facilities
- Hynt membership—Welsh carers scheme

SEATING PLAN

St David's Hall—Main Auditorium



St David's Hall
Neuadd Dewi Sant

FACTORYDIRECTOR

FACILITIES FOR THE DISABLED

St David's Hall



<http://www.hynt.co.uk/en/>

- Spaces for wheelchair users in the stalls
- Lift to all levels
- Access toilets on Levels 2, 3, and 4
- Access dogs welcome
- Infra-red sound enhancement
- Hynt Membership—Welsh Carers Scheme

PARKING

The nearest public drop off point is to the rear of the new central Library, adjacent to the John Lewis Car Park. Coach parties should liaise with the venue, who will advise regarding best place to drop off and routes to the hall. There are large car parks located at the new John Lewis site and as part of the St David's 2 shopping centre, both very close to the hall.

APPROACHES

There is a level way in, with automatic doors, as part of the main entrance off Working Street, which leads to the box office and the Front of House lift.

BOX OFFICE

The Box Office counter has a section which can be lowered for the convenience of wheelchair users.

INTERIOR ACCESS

The lift in the main entrance on the ground floor gives access to all 6 levels and is fitted with an electronic voice announcement at each level.

The lift plates are at a height which can be comfortably reached by wheelchair users and give information in braille. There are indicators in braille at each level outside the lift doors for visitors with impaired vision to double-check which floor they have reached. Escalators from the ground floor give access to the first two levels. The stairs to all 6 levels have suitable handrails.

LEFEL 1 STUDIO

Access can be gained to the Lefel 1 Studio by lift from the Ground Floor. Wheelchair seating is available in the front rows.

AUDITORIUM

We are able to accommodate up to 14 wheelchair users at various locations in the auditorium, with adjacent seats for an accompanying person. Access to these seats is from Level 3. Please

help us to help you by letting us know when you need one of these positions.

There is an induction loop fitted to cover the stalls and Tier 1 for the benefit of the hard of hearing. An infra red system is also available to patrons, with or without hearing aids, and is designed to cover all seating areas.

For safety reasons, we think it advisable for people with impaired vision to be accompanied when attending performances in the auditorium.

TOILETS

Toilets for wheelchair users are provided at levels 2, 3, and 4. There is also a unisex disabled toilet on Level 2 which operates the RADAR key scheme. A key may also be borrowed from St. David's Hall by contacting either the Duty House Manager or Level 2 Management Reception.

EMERGENCY PROCEDURES

All fire exits are clearly indicated and staff will assist patrons with any special needs. A full copy of the evacuation plan for disabled people is available upon request

SIGNS AND LIGHTING

All our signs have large characters or numerals which contrast with their background to assist those with partial vision.

GUIDE DOGS & HEARING DOGS

Guide dogs and Hearing dogs may be taken into St David's Hall. Visitors with guide dogs or hearing dogs who wish to attend a performance in the auditorium must notify us **before** arriving so that the necessary arrangements can be made.

DIMENSIONS & SPECIFICATIONS

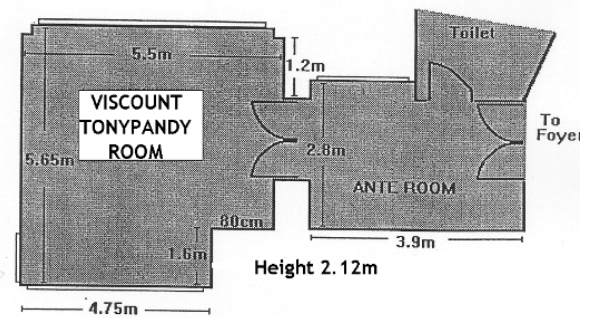
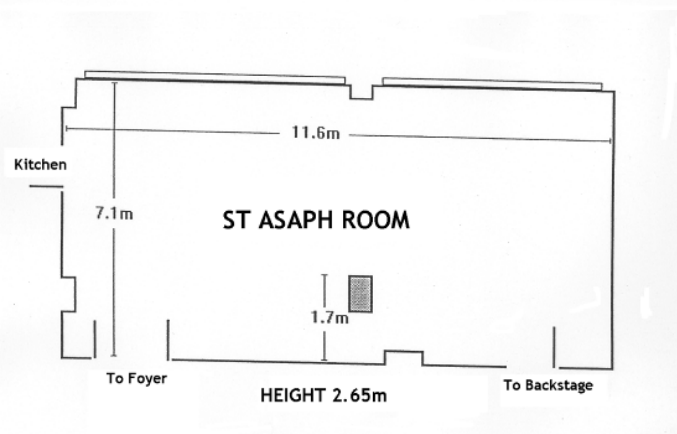
Dimensions and specifications for entrances, lifts, WC facilities, stairs, handrails, switches, fire alarm controls etc. conform to the British Standard Code of Practice, BS5810: 1979 "Access for the Disabled to Buildings".

FOYERS AND ANCILLARY ROOMS

St David's Hall—National Concert Hall of Wales

Our Level 3 and Level 5 foyer areas are serviced by their own bar, with a Coffee Shop on Level 4.

We have two main function rooms located on Level 3. Both are equipped with a pull down screen and monitor, and a projector can be supplied if required.



ST ASAPH ROOM

- PA (2 Microphones)
- Lecture style capacity – 75
- Large wall mounted TV Screen
- Pull-down Projector screen
- Boardroom style capacity – 36



VISCOUNT TONYPANDY ROOM

- Lecture style capacity – 20
- Large wall mounted TV Screen
- Pull-down Projector screen
- Ante Room with En suite
- Boardroom style capacity— 14

TECHNCIAL INFORMATION

St David's Hall—National Concert Hall of Wales

DRESSING ROOMS

There are a number of dressing rooms located backstage including a Production Office, Green Room, and Kitchen Area.



PLATFORM

- Standard platform size 10.8m x 17.3m
- Maximum platform size 16.6m x 17.3m
- Platform lifts (first two lifts can drop below auditorium level to form orchestra pit, but maximum seating is affected). All lifts can be positioned at auditorium level.
- Maximum heights of lifts above front stalls is 1.8m. Depth of orchestra pit 61cm below level of front stalls.
- Overhead platform suspension grid containing stage lanterns and loudspeakers can be lowered to platform level.
- Goods lift to platform from rear service deck 2.8m deep x 2.1m wide x 2.3m high.
- Scenery access direct to platform level maximum width for flats etc. 2m.
- Access equipment 1 x tallescope (one) plus Assorted A-Frame ladders
- 100 music stands (illuminated if required)
- 200 Orchestral chairs

AUDIO VISUAL SUITE

- CCTV relay monitor and security facilities
- Lighting desk and Sound desk (separate room)



Stage auxiliary power:

Stage Right

- 3 phase 200 amp - camlocks or powerlock
- 3 phase 100 amp - tails only
- 3 phase 32 amp - ceeform socket

Stage Left

- 1 x 63 amp – single phase ceeform socket
- 1 x 63 amp – 3 phase ceeform socket
- 1 x 32 amp – 3 phase ceeform socket

STAGE, DRAPES AND MASKING

- 1 x full stage width Crossover tab tracks (fixed location)
- 1 x set of full width green tabs 30' drop
- 1 x sets of matching green legs 8' x 30' drop
- 3 x sets of black legs 10' x 30'

LIGHTING

Stage Lanterns:

- 48 x 1kw parcans (8 x bars of 6)
10 x 1kw parcans (loose)
- 8 x 1kw floorcans
- 7 x 650w Strand SL profile 15-32 Followspots
- 30 x 5kw fresnels
- 4 x 10kw fresnels
- 5 x 4 lamp blinders
- 8 x Thomos 4 cells

Front of House Lanterns:

- 5 x 745w source 4 10 degree lens tube
- 15 x 750w source 4 Zoom 15/30 degree lens tube

Followspots

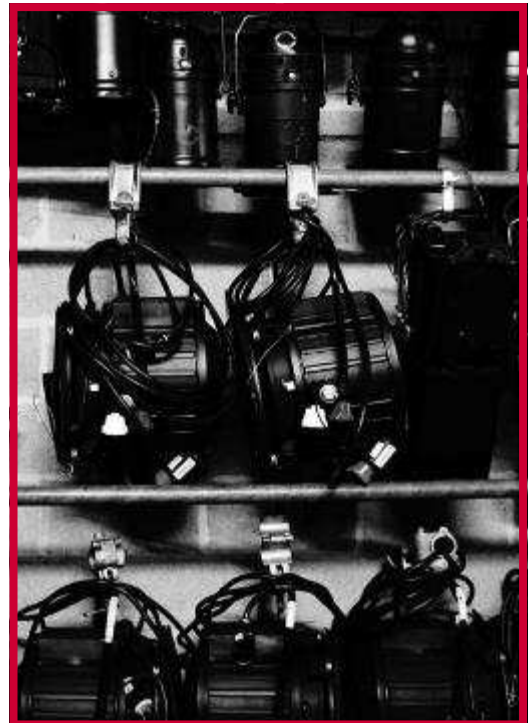
- 2 x 2kw Strong Supertrouper II with 6 Colour Mag.
- 1 x 3kw xenon (Lee Colourtran) with 6 Colour Mag



© Gareth Griffiths

EFFECTS

- 2 x Unique Haze Machines (DMX Controllable)
- 2 x Pulsar Digital Strobes (DMX Controllable)



© Gareth Griffiths

The Dimming system is Strand EC21. Each individual circuit is RCD Protected and includes error reporting software monitored via a Fibre optic/CAT5 link. This is controlled by an MA system including a GrandMA 2 Full-Size main console and a dedicated computer running GrandMA on PC as a live syncing backup.

The GrandMA 2 has 30 pages of executors each of which can play back entire cue lists, FX or act as simple sub masters. The 6 screens provide direct access to pools of moving light looks for speedy programming or for use live in a show.

Cat 5 Ethernet lines run from SR to the AV suite and from the rear of stalls to the AV suite, these may be linked together if required. There are DMX control lines which run from the lighting control box to rear stalls, FOH position, Bridges 1 & 2, both lighting frames, rear T5 void, and to stage right (ground level).

All units are focused via a Tallescope. Truss walking is not permitted on in-house lighting grids. (Please see our working practices for further information)

The basic hire consists of either a 6 colour stage wash or our standard orchestral lighting rig. For any more specific requirements please contact our Technical Manager.

SOUND

Desk

Midas Siena 40 mono input channel mixer with 16 mix buses, 4 swept frequency EQ Bands (Lo, Lo-Mid, High-Mid and High) per channel.

System

The main auditorium is covered by the following:

A central line array cluster comprising of 3 x D&B Qi Subs, 2 x D&B Qi10s, and 4 x D&B Qi1s

There are also 4 x D&B Qi 7s (2 per side) at an 80 degree angle to the main array.

2 x D&B Qi 8s (1 per side) attached to the wall at stalls level

2 x D&B Qi 7s and 1 x D&B Qi10, attached to the main grid covering Tiers 4,5 and 6

(Note: Main grid must be at optimal 30 foot level)

6 x D&B E3s on movable stands at the front of stage for stalls fill.

All these are powered by a mixture of D&B D12 and D&B Epac Amplifiers.

The entire system is controlled via a PC/Cat 5 link using Rope-C software. This controls delay and EQ settings for each amplifier. The PC controlling this system is situated in the sound room and is accessed by St David's Hall staff only.

Monitors

8 Monitor sends from the main desk to D&B Epac Amplifiers. Each Monitor send has BSS FCS 966 30 Band Graphic EQ in line With 10 x D&B Max 2 way 15"\"2" Floor Monitors available.

The entire system is controlled via a PC/Cat 5 link using Rope-C software. This controls delay and EQ settings for each amplifier. The PC controlling this system is situated in the sound room and is accessed by St David's Hall staff only.

Sources

2 x Tascam CD-01U CD Player

1 x Marantz CDR 620 CD Recorder

2 x Tascam MD-350 Mini Disc Players / Recorders

1 x Denon TU-260Lii Radio Tuner

Effects

1 x YAMAHA SPX 990 effects unit

1 x DRAWMER DS404 Quad Noise Gate

1 x DRAWMER DL441 Quad Compressor/Limiter

Current Mic Stock (DEC 2014)

8 x Shure SM58
2 x Shure SM58 Beta
8 x Shure SM57
1 x AKG 414
4 x SE 4400A
2 x SE 1A
4 x AKG 747
3 x AKG SE300B
4 x AKG C418
1 x AKG D112
1 x AKG D12E
1 x Sennheiser E815S
1 x Sennheiser E835S
4 x Shure Microflex MX412
2 x Shure Microflex MX418
4 x Crown PCC-160
2 x Rode NTG-1

DI Boxes

5 x EMO Single DI Boxes
4 x BSS AR-133 DI Boxes
1 x Ultra DI D120 2 Channel DI Box
2 x D.I. - PC Bal Box

Radio (an extra charge is made for these please enquire for more details)

8 x Shure Lavalier
8 x Beta 87
8 x Shure ULXD1 Belt pack
6 x CPC Headset Mic

A wide variety of stands are available, as are cables.

There is a 24 way stagebox which runs to stage and there are around 30 microphone points around the auditorium, all return to the sound room and are easily patchable to the desk via a bantam (GPO) patch bay.

NB. A standard hire will include use of all the above equipment, with the following exceptions:

A maximum of six microphones

*Radio mics subject to addition charge of £38 per mic

Any blank media etc. provided by SDH will be re-charged

The use of microphones over the standard hire number is by negotiation with the Technical Manager.

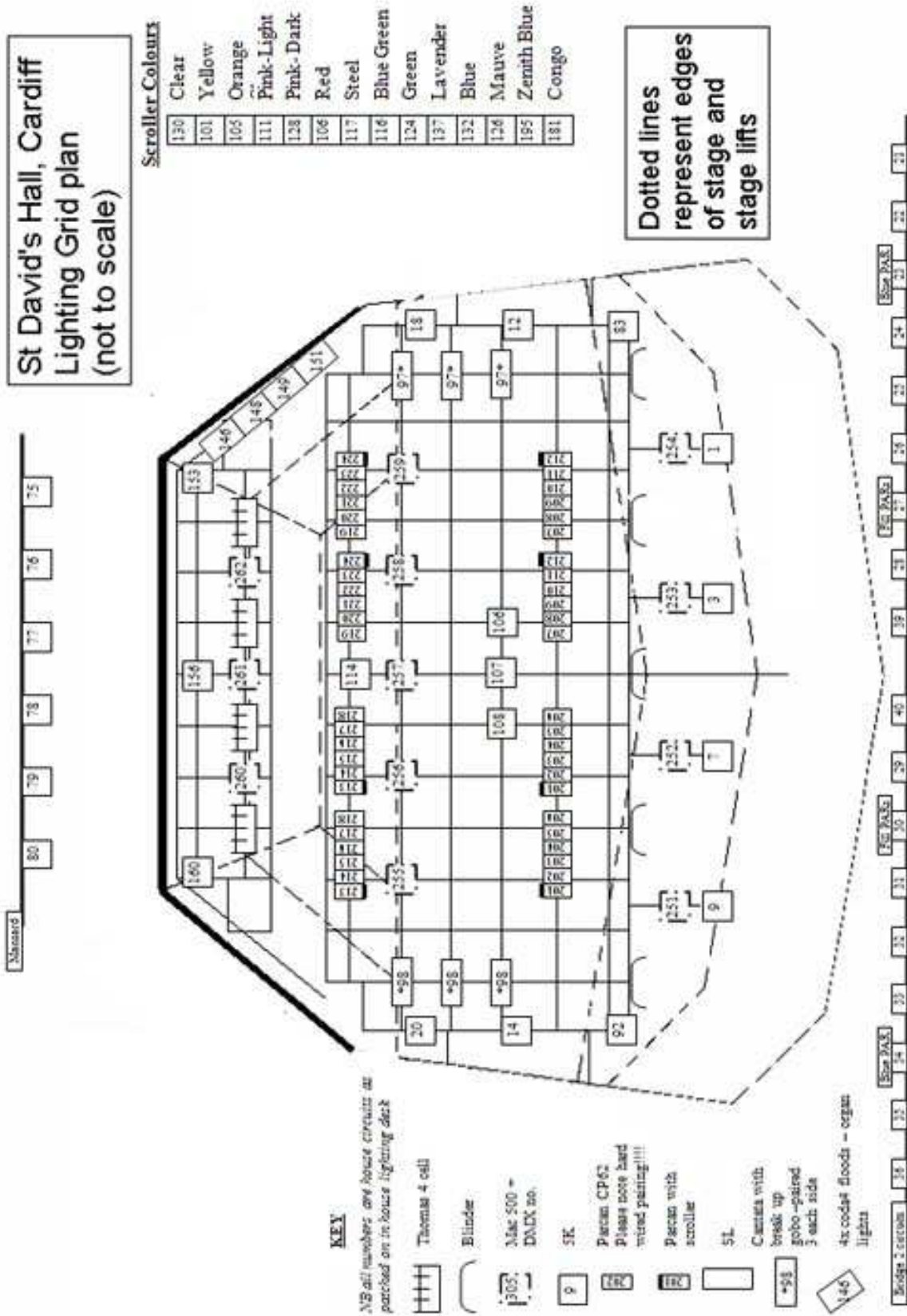
If you have any further queries please contact our Technical Department on 029 2087 8600, or visit our Technical website www.stdavidshallcardiff.co.uk/english/technical

What an amazing place to sing! Can I take it home please? The only thing that's better than the wonderful acoustic and the extraordinary warmth of the audience is the kindness and helpfulness of the theatre staff

Lesley Garrett

LIGHTING GRID

ST David's Hall—Main Auditorium



L3 TECHNICAL SPECIFICATIONS

St David's Hall—Level 3 Daystage

Get in

Via Catering lift or Front of House lift. Backstage Lift by arrangement with Stage Technicians

Power

Locally fed 13 amp single. Larger power can be set up to 63 amp single phase but this must be first discussed with the Technical Stage Manager.

Stage

Due to the pillar on the Stage Right side, the performance area is quite restricted. Please contact the Technical Stage Manager should you require any further information.

Piano

The stage has a Honer Boudoir Grand piano. The piano is in good condition and can be tuned at cost upon request. The piano can be moved to the far corner of the stage but cannot be removed.

Sound Control

The desk is a Soundcraft LX7-II, 16 channel mixer, with 6 Aux's (4 Pre Fed/2 Post Fed) and 4 groups. Mix positions are available on Level 3, Level 4 and in the amp room.

There is a separate FOH processing rack containing one Drawmer DL441 quad compressor limiter and one Drawmer DS404 quad gate. Effects processing is through a Yamaha SPX 900. There are two Klark-Teknik DN332's giving 4 ways of 16-band graphic EQ (primarily foldback EQ). The rack also contains a Denon DN-650F CD player and a Sony MDS-JE480 Minidisc player. Everything in the rack is accessible via a Behringer PX2000 Ultrapatch patchbay.

Behringer X32 digital desk with 32 mono inputs with programmable midas preamps, 6 inputs, with 16 XLR outputs and 6 line outputs. Main LCR, 6 matrix buses and 16 mix buses each featuring inserts, 6-band parametric EQ's and full dynamics processing, plus 8 DCA and 6 mute groups. Virtual FX rack featuring 8 true-stereo FX slots. For more info visit www.behringer.com/EN/Products/X32.aspx

Amps and Speakers

The left and right FOH mix passes through a Yamaha GQ2015H dual 15-band graphic EQ before running through a Sonifex powered splitter. The primary, on-stage speakers are two Nexo PS15's and an LS1200 a side. This is augmented by two EMS-61 speakers as rear fills. The Nexos are powered by one Crown Macro-Tech 5000 VZ (tops) and one Crown Macro-Tech 3600 VZ (mono-bridged subs). The fill speakers are driven by a Yamaha P5000 amplifier. The Rear fill passes through a Klark-Teknik DN700 delay unit.

TECHNCIAL SPECIFICATIONS

St David's Hall—Level 3 Daystage

Stage

There are stage boxes stage-left and stage-right. These are fixed in position. The SR box houses mic input 1 thru 8, fold back output 1 and 2 and the SR Nexo output. The SL box contains mix input 9 thru 16, foldback output 3 and 4 and the SL Nexo output. The fold backs are powered by two further H+H M900 Mos-Fet amps, situated in the amp rack. There are four Martin wedges, one drum wedge, two DAP Audio powered monitors and two TOA SM-75 monitors.

Lighting

24 x 2kw circuits hard patched / spilt between Four IWB bars vertically mounted Front, Back and either side of the stage.

10 x 1kw Long nosed par-cans

9 x 650w Quartet Fresnels

2 x 1kw Strand SL 18/32

4 x MAC 250 Krypton Moving Lights

The Dimming system is Strand LD90 controlled by Strand 300 Series Lighting Desk

There are NO hanging points on level 3 or 4



TELEVISION FACILITIES

St David's Hall

PARKING

Prior arrangements can be made between Stage door and the manager of the St David's shopping centre service deck. Parking for technical and support vehicles is available near the cable termination room. An extra support vehicle can be accommodated a short distance away. Please contact us to discuss your requirements.

CABLE TERMINATION ROOM

This contains:

- 1) A single phase Technical Power supply connected to:
 - 1 x Switch Fuse with 2 x 80 amp BICCs Connectors
 - 1 x Switch Fuse with 1 x 80 amp BICCs Connectors
 - 1 x Switch Fuse with 1 x 125 amp BS4343 Connectors on each switch
 - 1 x 63 amp BS4343
- 2) Triax termination panel with twelve 11 mm connectors cabled to the most frequently used camera positions. Extensions to other positions are easily arranged.
- 3) Five Mk IV multiway cables to left and right stage lobbies, lighting control room and commentary booth.
- 4) 10 Star Quad multicore cables
- 5) 5 x video and 1 x radio talkback cables. Video connectors on all audio boxes



© Gareth Griffiths

LIGHTING

Comprehensive arrangements are available for TV lighting of the stage and auditorium and the following is only a brief guide.

Lamp position includes: two suspended frames over the stage, two lighting bridges, side rear and front of house lighting bars. Side frames are accessible only by using a harness.

CAMERA POSITIONS

There are permanent camera mountings in tiers 2, 4, 6 and 8 and two adjustable mountings are available to fit over seats in other Tiers or stalls. A mounting to fit over the Tier fascia boards can also be used.

COMMENTARY POSITIONS

There is an 'out of vision' commentary position with a view of the stage down stage left.

RECORDING STUDIO

Fully equipped BBC studio.

ROOM CAPACITIES

St David's Hall

Room	Dimensions	Capacity / Layout	
		Standing	Seated
<u>Level 1 Studio</u>	197 sq metres	155 Reception	100 seated 130 Banquet 130 Dinner Dance
<u>Level 2 Foyer</u>	375 sq metres	200 Reception	N/a
<u>Ivor Novello Room</u> (Level 2) NB Restricted availability	34.5 sq metres	40 Reception	12 Boardroom 30 Theatre
<u>Green Room</u> (Level 2)	75 sq metres (Irregular Shape)	85 Reception	80 Theatre 30 Classroom 30 Boardroom
<u>Level 3 Foyer</u>	459 sq metres (Irregular Shape)	400 Reception	300 Banquet 250 Dinner Dance 350 Theatre
<u>St. Asaph Room</u> (Level 3)	83 sq metres	100 Reception	60 Banquet 80 Theatre 35 Classroom 30 Boardroom
<u>Viscount Tonypany Room</u> (Level 3)	30 sq metres	20 Reception	14 Banquet 20 Theatre 12 Classroom 14 Boardroom
<u>Level 5 Foyer</u>	340 sq metres Irregular Shape	300 Reception	150 Banquet 150 Dinner Dance 250 Theatre 50 Classroom 35 Boardroom

ANCILLARY CHARGES

1st April 2016—31st March 2017

TV Costs

Facility Fee:	£2,070
Staff Charges:	£18 per person per hour
Stage Lighting:	£295 surcharge/broadcast or recording (If applicable)
Camera Cabling:	£192
Electricity:	Stage lighting and OB points to be metered and recharged. Any maximum demand payments, if not arranged via local Electricity Board, to be recharged.
Camera Positions:	Seats used to be recharged

Private Video Facility Fee (one static camera)

Fee:	£320
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Standard Video Facility Fee

Fee:	£400 per camera
Staff Charges:	£18 per person per hour

Commercial Sound Relay/Recording Facility Fee

Fee:	£416
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Private Sound Recording Facility Fee

Fee:	£150 (CD) Cost of single CD included
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All charges are subject to VAT.



AUDITORIUM STANDARD HIRE FEES

1st April 2016—31st March 2017

Auditorium Hire Fee		
Morning or Afternoon Session	Evening (including after-noon)	Full Day (morning, afternoon & evening)
£2,515	£5,593	£8,108

Deposit £1,000 payable on return of contract (non-refundable)

Box Office Commission 15% of net sales

Direct Sales by Promoters 15% commission based on normal face value of tickets
(outside Box Office)

Complimentary Tickets Organisations are allowed up to 40 complimentary tickets which includes any allocation for press tickets. If more complimentary tickets are required then a commission of 15% on normal face value of tickets will be charged

Please note that VAT, PRS and CCC are deducted from the box office income prior to settlement

Miscellaneous Charges	
Ticket printing	£190
Hire of piano	£110 + tuning cost
Hire of organ	£143 + tuning cost
Programme Sellers	25% commission
Technical Staff (if more than 3 per event)	Agreed rates
Press advertising/bill posting	Re-charged at cost plus 20%

All the above rates are subject to VAT at the standard rate

AUDITORIUM CONCESSIONARY HIRE FEES

1st April 2016—31st March 2017

Registered charities are eligible for a concessionary rate at the discretion of Cardiff Council. Applications for such discounts need to be made in writing to the Arts Manager, Cardiff Council, c/o St David's Hall. Concessionary rate is shown below

Concessionary Auditorium Hire Fee		
Morning or Afternoon Session	Evening (including afternoon)	Full Day (morning, afternoon & evening)
£2,515 £2,012	£5,593 £4,474	£8,108 £6,486

Deposit	£1,000 payable on return of contract (non-refundable)
Box Office Commission	12.5% of net sales
Direct Sales by Promoters (outside Box Office)	12.5% commission based on normal face value of tickets
Complimentary Tickets	Organisations are allowed up to 40 complimentary tickets which includes any allocation for press tickets. If more complimentary tickets are required then a commission of 12.5% on normal face value of tickets will be charged

Please note that VAT, PRS and CCC are deducted from the box office income prior to settlement

Miscellaneous Charges	
Ticket printing	£190
Hire of piano	£110 + tuning cost
Hire of organ	£143 + tuning cost
Programme Sellers	25% commission
Technical Staff (if more than 3 per event)	Agreed rates
Press advertising/bill posting	Re-charged at cost plus 20%

All the above rates are subject to VAT at the standard rate

INCLUDED IN THE HIRE

St David's Hall - Main Auditorium

- ◆ St David's Hall PA system, with up to 6 microphones and 2 foldback feeds and operator
- ◆ St David's Hall lighting rig and operator
- ◆ Three technical staff to advise, including the house electrician
- ◆ Full entry in our bi-monthly brochure, 20,000 copies of which are distributed throughout South Wales. Inclusion in the mini guide if appropriate.
- ◆ Use of St David's Hall Box Office
- ◆ Entry on our web-site and use of our on-line booking facility
- ◆ Free display in St David's Hall foyers of any leaflets and up to 10 posters produced by your company to advertise the event
- ◆ Advice from our marketing department
- ◆ Cloakroom facility
- ◆ Use of Green Room, all dressing rooms, and a reception room.
- ◆ St Davids Hall Front of House Staff



LEVEL 3 DAYSTAGE AND FOYER

1st April 2016—31st March 2017

Hire Fee (3 pm – midnight. Monday - Friday) **£1,141**
Saturdays, Sundays, and Bank Holidays—additional costs may apply

A minimum of 1 security person will be required for building security at a current cost of £60 for a 5 hour call. If, in the opinion of St David's Hall, further security is required for the safety of the building or public safety, then any additional costs will be recharged.

A minimum of 1 house technician will be required for any event on the Level 3 Daystage with the current cost of £19.00 per hour recharged (cost subject to annual pay award)

The above hire fees include all necessary staff for standard events. Should any additional staff be required due to the nature of the event, then any costs incurred will be recharged.

Capacity 350 (300 seated, cabaret style)

Miscellaneous Charges

Ticket printing	£42
Hire of piano	£110 + tuning cost
Programme sellers	If St David's Hall staff are required to sell Programmes then 25% commission will be taken
Merchandise	Site fee may apply, 10% commission payable on the night.
Technical Facilities	There are limited sound and lighting facilities available for the daystage included in the above fee. Costs for any additional equipment supplied by St David's Hall will be recharged.
Catering	Catering can be provided on a cash basis or as agreed in contract.

All the above charges are subject to VAT at the standard rate



ROOMHIRE CHARGES

1st April 2016—31st March 2017

Concessionary rates are available subject to circumstances.
Please contact us if these rates may apply to you.

AREA	SESSION	Commercial Basic Rate Per Session	Concessionary Rate Per Session
LEVEL 1 STUDIO	Am/pm or evening	£264	£264
LEVEL 2 FOYER	am/pm or evening	£184	£128
LEVEL 3	am/pm or evening	£416	£291
DAYSTAGE (EVENT)	Evening	£1,141	£1,141
DAYSTAGE (DISPLAY)	Per day	£115	£115
LEVEL 4	am/pm or evening	£184	£128
LEVEL 5	am/pm or evening	£337	£236
IVOR NOVELLO ROOM	am/pm or evening	£89	£63
VISCOUNT TONYPANDY ROOM	am/pm or evening	£89	£63
GREEN ROOM	am/pm or evening	£205	£143
ST ASAPH ROOM	am/pm or evening	£205	£143
Dressing Room	am/pm or evening	£68	£48

All room/foyers are subject to availability

The above rates may not include the hire of technical equipment and are subject to VAT at the standard rate.

EQUIPMENT HIRE

1st April 2016—31st March 2017

Equipment	Type	Daily Hire Charge £	Stock	Notes
Video Mixing Desk	Roland V-40 HD Mixer	£ 55.00	1	
LED TV Screen	LG 42" widescreen - Freestanding Unicol Base	£ 100.00	4	
Fixed TV Monitors	Sony 52" widescreen	£ -	1	Green Room, Level 2, 3 and 5, St Asaph Room, Viscount Tonypanandy Room
DVD Player	Samsung DVD	£ 30.00	1	
Data Projector	Promixa 5900 LCD, 120 Watt Lamp	£ 50.00	1	Suitable for Room Hire use
Data Projector	Sanyo Pro Extra PLCXU74	£ 50.00	1	Suitable for Room Hire use
Data Projector	Hitachi CP-X50S	£ 75.00	1	Fixed on Level 3
Data Projector	Panasonic VX500 XGA	£ 150.00	1	Suitable for Auditorium
Laptop Lectern Stand	Unicol	£ 15.00	2	
VGA - HDMI Converter		£ 10.00	1	
VGA CAT 5 Extender		£ 20.00	1	Limited to under 100m cable run
HDMI - VGA Converter		£ 10.00	1	
Powerpoint Slide Remote		£ 15.00	1	
Laser Pointer		£ 15.00	2	
Portable Screen	5' Roll-Up Type	£ 12.00	1	
	Fast Fold Back / Front Projection Screen 6' x 4'	£ 25.00	1	AR 4:3
	Fast Fold Back / Front Projection Screen 8' x 6'	£ 35.00	1	AR 4:3
	Fast Fold Back / Front Projection Screen 10' x 7'6"	£ 60.00	1	AR 4:3 Level 3 use
	Fast Fold Back / Front Projection Screen 16' x 9'	£ 75.00	1	AR 16:9 Suitable for auditorium
White Cyclorama	10m x 9m	£ 75.00	1	Auditorium Only
Follow spot	Strong Supertrooper 2k HMI	£ 22.00	2	Auditorium Only
Lit Music Stand	RAT Opera Stands w/LED Solo	£ 3.00	100	
Hazer	Unique 2	£ 35.00	2	
PA System L3 - includes 1 mic		£ -		No charge where fitted as standard
PA System L1 - includes 1 mic		£ -		No charge where fitted as standard
Additional Microphones		£ 13.00		per microphone
Radio Microphones	Shure ULX D (H/Heid, Lav and Headset available)	£ 37.00	10	8 - Auditorium only
Batteries	PP3 Size	£ 1.00		each
	AA size	£ 0.75		each
	AAA size	£ 0.75		each
Adhesive Tape	Low Tack Gaffa (Black or White)	£ 7.00		per roll
	Electrical	£ 1.00		per roll
	Double Sided Exhibition Tape	£ 8.00		per roll
	Clear Dance Floor	£ 6.50		per roll
Recording Media	Blank 80 min CD-R	£ 1.00		each

TRANSPORT

St David's Hall—National Concert Hall of Wales

St David's Hall, The Hayes, Cardiff, CF10 1AH



St David's Hall is located in the centre of Cardiff. Access is via a pedestrianised street. There are a number of car parks within the city. Please see guide below.

[Guide to car parking facilities in Cardiff](#)

There is a separate entrance for Stage Door. Please contact us if require directions.



Cardiff Central Station

Approximately five minutes' walk away.

Cardiff Queen Street Station

Approximately five minutes' walk away.

[Arriva Trains Wales](#)



Cardiff Airport

Approximately 30 minutes' drive away.

[Cardiff Airport](#)



Bus Station

Approximately five minutes' walk away.

[Cardiff Bus](#)

For auditorium, conference, and special events enquiries, please contact **Yvonne Smith** on ysmith@cardiff.gov.uk or 02920 878519

For room bookings, and general enquiries, please contact **Joanne John** on joanne.john@cardiff.gov.uk or 02920 878511

